

### **FMIS PROJECT MANAGER**

**DEFINITION:** Under administrative direction, performs work of considerable difficulty in directing the needs assessment, planning, procurement, design and implementation of the Navajo Nation's financial management information system (FMIS) in order to assure that information processing supports the overall strategic goals of the Navajo Nation, tribal wide users and client community; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Directs the process of selecting and contracting with outside consultants who will assist in the acquisition, modification and implementation of the Nation's financial managements information system to ensure that the project is completed and implemented on time, within budget constraints and meets user requirements; develops Requests for Proposals; develops criteria to evaluate bids; leads the evaluation team in selecting a consultant; negotiates the final contract; prepares and conducts presentations for the user community on the systems solutions and implementation plans; evaluates information technology project proposals and assesses project feasibility; directs, prepares and reviews operational reports, adjusts schedule to meet priorities and prepares progress reports; designs and directs feasibility studies, systems analysis, program testing and implementation to ensure that system upgrades or enhancements are enacted using accepted change criteria for planning and review of methodology.

Prepares systems design specifications and recommends purchase of system enhancements to management staff to ensure that state of the art data equipment is utilized; directs the design and delivery of training programs, training materials and information tools to address specific implementation concerns and capabilities of each user by directing the development and documentation of work procedures for each software application; develops budgeting and resource requirements in close cooperation with Nation end users to ensure the success of proposed information systems applications; collaborates with other project team members to ensure that the project has the best resources available and ensures that assignments given by project manager are completed; identifies training requirements of unit staff and agency employees by assessing current skill levels; develops individual work and training plans and provides appropriate training opportunities so that the agency's activities are maintained and improved.

Evaluates the effectiveness of current practices and recommends re-engineering when appropriate to ensure desired outcomes utilizing focus groups, brainstorming and other data collection and analytical methodologies; analyzes problems regarding activities, identifies source of problems and solves the problem to ensure desired outcomes; initiates modifications or redirects the problem to another team member for resolution; participates in project meetings to inform others by presenting information, providing documents, drafting and editing reports, letters and other written materials; provides status reports for the legislative, project core committees and end users to ensure communication, speaks with individuals and groups and utilizing other means of communications, project evaluation forms, information integration, budget control charts and project control charts.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation Procurement processes and procedures.  
Knowledge of governmental accounting and financial administration principles practices and systems.  
Knowledge of federal, state, local and tribal government finance rules, regulations and laws.

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Knowledge of regulations and reporting requirements pertaining to governmental finance administration.  
Knowledge of principles and techniques of supervision and training.  
Skill in project management, including but not limited to managing budgets, consultants, vendor negotiations and end user training.  
Skill in working with computers and applicable software applications.  
Skill in developing and coordinating improvement to work processes, including workflow.  
Skill in reading and comprehending technical information and document system and user procedures.  
Skill in dealing constructively with conflict and completing priorities and developing effective action plans.  
Skill in establishing and maintaining effective and cooperative working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting; work is performed in a busy office environment with a consistent need to meet deadlines. May be required to work evenings and/or weekends.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Accounting, Business Administration, Computer Science or a related field; and four (4) years of progressively responsible professional experience in governmental finance or a large complex computing environment, including two (2) years of supervisory experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.